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RECORDS MANAGEMENT PROGRAM

SURVEY REPORT OF THE

PROCUREMENT & SUPPLY OFFICE

PREPARED BY:

Records Management & Distribution Branch
General Services Offices
Central Intelligence Agency

JANUARY 1953

Sanitized - Approved For Release : CIA-RDP70-00211R000100350007-4

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EXHIBIT A

A.

FILING PROCEDURES

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I FOREIGN

Records serve as the memory function of an office. They record the history, policies, programs, procedures and administrative experiences of an organization. The importance of records does not need to be emphasized. It is obvious that information accumulated in the records of an organization, public or private, is essential to its efficient and continued operation. Whether an office maintains a large volume of records or merely a few drawers of them, they should be kept in such a manner that persons can readily obtain them when needed in connection with their activities. In addition, the records of an office should remain usable regardless of personnel or organizational changes. It is necessary, therefore, that some organized plan be used for filing material so that a key to the records will always be available and the file arrangement will be understood by all persons who need to use them.

The purpose of this manual is to provide employees of the Central Intelligence Agency who may have the responsibility for filing or finding correspondence records, with a basic plan for their orderly arrangement and maintenance. The use of this basic plan throughout all offices of the Agency will increase the administrative usefulness of our records, expedite the disposition of records when no longer needed; assure the preservation of records having permanent value; and simplify the training of employees.

Every effort has been, and will continue to be made, to make this plan a practical and usable tool. However its successful operation will depend upon the complete cooperation of all employees concerned with the maintenance, use and disposition of the records of the Agency.

II TYPES OF FILES MAINTAINED ON OFFICIAL RECORDS

The official records of the Agency shall be prepared on yellow paper and shall be classified in accordance with the subjects contained in the File Manual; they shall be filed in the SUBJECT FILE.

A. THE SUBJECT FILE

This file shall consist of incoming correspondence, memoranda, telegrams, reports and other official papers, yellow copies of outgoing communications, and appropriate subject cross reference forms.

The Subject File is the principal file in any records facility. It is established and maintained for the purpose of systematically collecting and holding available for ready reference data needed for the transaction of everyday business. In addition, the

contents of this file is documentary evidence of how and why the office carried out its day to day activities.

The Subject File is arranged to conform with the File Manual in that the subject designations are placed on the folders just as they appear in the subject list. The folders, likewise, are placed in the file drawers in this exact manner and sequence. Guides should be used for primary subjects; use additional guides only as needed -- just sufficient in number to serve as guide posts to aid in placing record material in the folders.

The Subject File shall be maintained for a definite filing period of one year. At the end of this period, the existing Subject File will be closed and new folders prepared. This will facilitate disposition at a later date.

B. CASE FILES

A Case File is a collection of papers relating to a particular person, place or transaction grouped together in one folder. These special cases or folders are filed alphabetically by name of company, individual, item, etc., or numerically, whichever is appropriate, in back of the general folder of like subject. Chronological order should be maintained within the folder; latest date on top. Secure all material in the folder with Acco's or other appropriate fasteners.

III FILE CLASSIFICATION PLAN

A. DESCRIPTION

The file classification plan adopted for use in this Agency is known as the Subject-Numeric System of Classification and Filing. In this system the main designations under which records are classified and filed are actual identifying words used as subject matter categories, with subdivisions of these categories assigned numerals. Primary subject categories are listed in alphabetical order with related subjects grouped as subdivisions of the primary subjects. The subdivisions of primary subjects are assigned numerals to reduce time and effort in marking material for filing. For example:

(Primary Subject)	ACCOUNTING	1952
(Secondary Subject)	1 Accounts Current	
(Tertiary Subject)	1-1 Depositories	

(Primary Subject)	APPROPRIATIONS	1952
(Secondary Subject)	1 Allotments, Apportionments	

Additional subdivisions of secondary and tertiary subjects may be accomplished by the use of a dash and another numeral.

B. CLASSIFYING PAPERS FOR FILING

The process of classifying involves the analysis of correspondence or other documents to determine the subject by which it should be filed, and the placing of file designations on the material to show where it should be placed in the file.

1. Importance Of The Process

Papers received for classifying and filing may cover a wide variety of subjects. Also, a number of papers involving one particular subject may be intermingled with those of other subjects. The file classification plan is designed so that all of the papers on related subjects will be consistently and logically brought together in the files. However, sound judgement and careful attention must be given to the procedures which follow if the classification process is to be accomplished satisfactorily. Your ability to locate papers promptly after they are filed will depend largely upon the care you use when classifying material before it is filed.

2. The Classification Procedure

- a. Read and analyze the correspondence or other material to determine the most outstanding or prominent subject, that is, the subject by which the papers will most likely be requested.
- b. Refer directly to the subject list or index of the classification guide and select the appropriate file designation in the following manner: (1) Determine the appropriate primary subject category, such as TRAVEL, PERSONNEL, etc. For example, a letter concerning recruitment of personnel would fall under the primary subject PERSONNEL. (2) Select the appropriate subdivision under the primary subject, if any. For example a letter concerned with budget estimates would be classified by the secondary subject "Budget Estimates", a subdivision of the primary subject APPROPRIATIONS. If no appropriate subdivision of the primary subject has been provided, the primary subject itself is used as the file designation.
- c. Stamp or write the file designation in the upper right corner of the subject file copy (yellow tissue), or in the same position on any incoming correspondence which did not require a reply. (See Exhibit 1 for sample of classified material.)
- d. If a document has one or more additional subjects by which it is likely to be requested, select the appropriate file designation and stamp or write it directly

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beneath the file designation already shown for the main, most prominent subject. In such instances, an X should be placed at the left of the designation to indicate that a cross reference is required as follows:

PERSONNEL	17
X SECURITY	7

- e. In those instances where Case Files are established, or further detailed subdivision of a subject in the Subject List is required, write the name of the Company, person, product, number, area, or detailed subject by which the papers will be identified, directly after the file designation, as follows:

BUILDINGS & GROUNDS 1 (Building J)

- f. When reading material to determine what file designation to use, if you find that there has been previous correspondence on the same transaction, you should see that the earlier papers are taken from the files so that they may be consolidated with the later correspondence.

3. Helpful Hints To The Classifier

- a. While some analytical ability is desirable, the knack of noticing essential key phrases and ideas in correspondence helps you to readily select the correct file designations. However, there will appear from time to time, correspondence and other papers, the subject of which is not easily determined. In such instances, it is helpful to consider the correspondence in this manner: "Why was it written - what reason was there that prompted the writer to prepare it?" Usually it will be found that the purpose for writing suggests the subject under which it should be filed.
- b. It is helpful at times to refer to previous correspondence already on file to verify a tentatively selected file designation.
- c. In unusual cases the subject of correspondence is so extremely vague that it is difficult to determine the proper file designation. In such cases, no hesitancy should be felt in going to the dictator or other authoritative sources to obtain a sufficiently clear conception of the subject matter to enable you to properly classify the material. This extra effort will permit more accurate filing and facilitate finding papers.
- d. The subject line frequently appearing above the body of correspondence should not be relied upon too heavily

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in determining the subject under which the correspondence should be filed. It may be vague, misleading or even remote from the real subject of the correspondence concerned.

- e. Persons responsible for classifying and filing records should study the organizational and functional structure of the Agency and keep currently informed regarding policies, procedures, programs and projects.

IV CROSS REFERENCES

The use of appropriate cross references in the file can be an invaluable aid in locating material quickly when needed. Care should be taken, however, to avoid making and filing unnecessary cross references. For those documents which you have decided have one or more additional prominent or less prominent subjects of sufficient importance to help as finding aids, you should prepare a Cross Reference. (See sample Cross Reference as shown in Exhibit 2).

V FILING THE RECORDS

A. ASSEMBLING AND FASTENING THE PAPERS

After correspondence and documents are marked with the correct filing designation, they should be properly assembled and fastened. Correspondence of the earliest date should be placed on the bottom with the material of later date arranged in order with the later date on top. The papers should be fastened with staples in both upper corners. If the file is too thick for staples, use prong fasteners.

B. PLACING THE MATERIAL IN THE FILES

When material has been properly marked and assembled, you should arrange it in alphabetical order by primary subject in order to facilitate putting it away. Place each file in the proper folder with the left side of the material down. The pieces of material within the folder should be arranged so that the latest date will be in front, unless conditions require some other order. If successive folders containing material on the same subject are necessary, the folders containing the latest dates should be kept in front of the others. Material should not be fastened in folders except in case files.

VI CHARGING-OUT RECORDS

To insure proper use of records, to prevent their loss and misplacement and to keep informed at all times of the location of records, it is necessary to maintain control of all material

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withdrawn from the files. This control is accomplished through a charge-out system. Individuals to whom records have been charged should be held responsible for their custody and prompt return after the records have served their purpose.

A. REMOVING INDIVIDUAL RECORDS FROM THE SUBJECT FILE

Each time a record is removed from this file, a Charge-out Form No. (see ~~exhibit C~~) should be filled out and placed in the folder in the exact position from which the material was removed. When the charged record is returned to the files, the charge-out is removed and cancelled.

B. REMOVING CASE FILES

Case files are always charged out in their entirety - entire folders are removed and delivered to the requestor. Upon such removal, fill out Form No. (~~Exhibit D~~) and file in the exact place from which the folder was removed. When this charged folder is returned to the files, the charge card is cancelled and placed horizontally in the folder. This will eliminate the necessity of preparing a new charge card each time the case file is withdrawn.

C. CHECKING THE FILES FOR CHARGED RECORDS

The files should be inspected regularly to insure the return of charged records. The charge-out forms are taller than other material in the files and can be distinguished readily by a casual inspection. When such inspections reveal that material has not been returned promptly, take appropriate action to assure its return or assure yourself that the material is still in use.

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To : U. S. Wright
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Date:

Records of
Committee

JAN 19 1953

From : Administrative Assistant

Subject: File Classification Procedure

1. This exhibit is intended to represent the file copy of a memorandum which has been properly classified and marked for filing in the Subject File. It shows the correct placement of the file designation in the upper right corner. Although this memorandum covers only one prominent subject, in order to demonstrate the procedure for indicating the need for a subject cross reference, a second file designation COMMITTEES is shown above, preceded by an I. This means that a cross reference should be prepared for the additional subject. If, occasionally you find it necessary to use a second cross reference, write the appropriate designation below the others in the same manner. Exhibit B shows how to prepare the cross reference forms.

2. Large or complex files usually require some auxiliary indexing medium to facilitate the location of material maintained in the subject file. The alphabetical name file provides such an index. It is composed of extra copies of outgoing communications, prepared on pink tissue, and appropriate name cross references which are filed alphabetically by the name of individuals or organizations to whom communications are addressed or whom they concern. See Exhibit B for the preparation of these papers for filing.

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EXHIBIT /

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Date : 1 July 1952

Index: COMMITTEES

~~MEETINGS~~

(If more than one cross reference
should be necessary, assemble
Parts 1 and 2 of this form with
carbon between and write the
additional reference through
the Hair-Lined Rulings)

To: U. R. Wright

From: Administrative Assistant

SUMMARY: Explains File Classification Procedure

Filed: RECORDS 4

Indexer: A.B.C.

Remarks:

CROSS REFERENCE FORM

EXHIBIT 2

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ARRANGEMENT OF FOLDERS, DESIGNATIONS AND LABELS

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LABELS FOR STANDARD
FILE DESIGNATIONS

LABELS FOR CASE FILES
OR DETAIL SUBJECTS

APPROPRIATIONS 2-1
EXHIBITS

APPROPRIATIONS 2
BUDGET ESTIMATES

2 BUDGET ESTIMATES

APPROPRIATIONS 1 (OFFICE D)
ALLOTMENTS

APPROPRIATIONS 1 (OFFICE C)
ALLOTMENTS

APPROPRIATIONS 1 (OFFICE B)
ALLOTMENTS

APPROPRIATIONS 1 (OFFICE A)
ALLOTMENTS

APPROPRIATIONS 1
ALLOTMENTS

ALLOTMENTS

APPROPRIATIONS

ACCOUNTING 2-1
PER DIEM

ACCOUNTING 2
ALLOWANCES

2 ALLOWANCES

ACCOUNTING 1 (FIELD STATION X)
ACCOUNTS CURRENT

ACCOUNTING 1
ACCOUNTS CURRENT

1 ACCOUNTS CURRENT

ACCOUNTING

ACCOUNTING

PRIMARY SUBJECTS
2ND POSITION GUIDE

SECONDARY SUBJECTS
3RD POSITION GUIDE

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EXHIBIT B

CORRESPONDENCE

CONTROL PROCEDURE

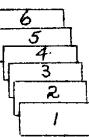
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Central Control	Div. Control	Div. Control
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2

3



4

5

A. Prepare Form 35-1, a six-part snap out form and forward copies, 1, 4, 5, 6 with the communication.

B. File copy #2 alphabetically by source. This file serves as a finding media for all recorded incoming communications. Copy #2 is replaced by copy #1 when action hrs been completed (paragraph H).

C. File copy #3 by the date on which action is due to be completed. Upon expiration of time allotted for action, contact by telephone the Division to whom the communication was referred and establish new due date. Withdraw copy #3 and file by control number when action has been completed (paragraph H).

D. Copies 1, 4, 5 and 6 received with the communication at the Division control point.

E. Detach and file copy #4 in the same manner as copy #3.

F. When it is necessary to refer the communication to a second Division, note the referral on copies 1, 4, 5 and 6. Detach copy #5 and forward to the Communications and Records Section where it will be destroyed after the information relative to the transfer is transcribed to copy #2.

G. In case of a 2nd referral, copies 1 and 6 are received with the communication. Detach copy #6 and file in the same manner as copy #3.

H. Copy #1 received with correspondence on which action was taken by the Chief and his immediate staff and all actions prepared in the Divisions for signature in the Office of the Chief. If correspondence is retained for filing and dispatch of the reply by the Division, copy #1 is received without attachments and bears notations as to file classification, action taken and "retained by _____ Division. In both instances, copy #1 replaces copy #2 which is to be destroyed. If a 2nd referral was not required, copies 5 & 6 are received with copy #1 and are destroyed.

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CORRESPONDENCE CONTROL PROCEDURE

I Purpose

The purpose of this instruction is to set up a system of correspondence control to be handled by the Communications and Records Section, Procurement and Supply Office.

II Procedure

The Communications and Records Section will receive all communications coming from outside of the Office except material pertaining to the travel of individuals, which is sent directly from Central Processing to the Transportation Division. Upon receipt, all material classified secret or confidential as well as important unclassified or restricted communications will be recorded on Form 35-1, File and Routing Slip. Certain communications which may be determined to be routine and for which there is no necessity for record or control will not be recorded unless they are classified confidential or secret. Requisitions, publications, administrative issuances and material of a purely informational character are examples of this type communication. Top secret documents will be controlled in accordance with present procedure; however, a tickler will be maintained on top secret material requiring action to insure prompt handling. For this purpose copy number three will be filed by the date action is due to be completed. When action has been completed, copy number three will be withdrawn and destroyed. Communications will be recorded on 35-1 as follows:

- A. Assign a control number to each piece of correspondence to be recorded by stamping the number in the lower right corner of the incoming letter and typing it in "Control No." block of Form 35-1.
- B. Prepare the 35-1, a six-part snap out form interleaved with one-time carbon as follows:
 1. Security classification of the document will be typed in the space designated "Sec. Class".
 2. The name of the individual, business firm or organization from whom the correspondence was received, will be placed in the block designated "Origin".
 3. The date of the correspondence will be typed in the space designated "Date of Mat.".
 4. The date the communication was received will be typed in block designated "Date Rec'd".
 5. The date action is due to be completed will be typed in space designated "Date Out".

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- 2-
6. A brief digest of the subject matter involved in the incoming correspondence will be included in the space designated "subject" and the number of enclosures also indicated. If an incoming communication is a telegram, registered letter, or other special type communication, an appropriate notation of this will also be reflected.
 7. The Staff or Division to whom the correspondence is forwarded for handling and the date forwarded is noted in the first "Routing-Filing Out" column.
- C. The following disposition will be made of the six-part form when communication is to be recorded and controlled:
1. Copies numbered 2 and 3 will be detached immediately and filed in the Communications and Records Section.
 - (a) The number 2 copy should be filed alphabetically by the name of the individual, firm or organization, from whom the communication was received. This file will constitute an alphabetical index and serve as the finding media of all recorded incoming communications.
 - (b) The number 3 copy is filed by the date on which action is due to be completed to act as a suspense copy and serve as a log. This file will be in two parts, "Action Completed" and "Incomplete". The suspense copy will be placed in the "Incomplete" file and will be used to followup communications on which action has not been completed within the allotted time. When action has been completed, the suspense copy will be withdrawn from the "Incomplete" file and placed in the "Action Completed" file by control number.
 2. Copies numbered 4, 5 and 6 will be securely fastened to the upper left corner of the correspondence and forwarded to the Staff or Division shown in the routing column.
 3. When received by the Division mail control clerk, the communication will be referred to the proper action desk and the referral noted in the "Routing-Filing Out" column. At the time of referral, the number 4 copy will be detached and filed in the same manner as prescribed for copy number 3, as a control copy and log for the Division. Any later referrals will be noted on this copy so that it will provide information as to the location of the communication and also serve as a follow-up on the communication when action has not been completed within the allotted time.

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-3-

4. Copy number 3 is used when the correspondence is further referred (to another Division within Procurement and Supply Office), at which time it will be detached from the correspondence. Referral reference will be placed in the "Routing-Time Out" column, and the slip returned to the Communications and Records Section. The information relative to the transfer of the correspondence is transcribed to the number 3 copy by the Communications and Records Section and copy number 5 is then destroyed. The second Division to which the correspondence is referred will remove copy number 6 and file it as the Division control copy. If additional referrals are necessary another set of copies 4, 5 and 6 of Form 35-1 will be prepared.
 5. Copy number 1 shall remain at all times with the communication until all necessary action has been taken and appropriate correspondence (as explained in paragraph E) returned to the Communications and Records Section for classifying, filing, and dispatch of the reply. The number 1 copy will replace copy number 2 which will be destroyed. If the file is retained for filing and dispatch of the reply by the division, copy number 1 should be detached from the correspondence, the file classification placed in the block designated "File No.", action taken noted in the proper block and the following notation made on the 35-1, "Retained by _____ Division", giving the name of the Division retaining the communication. Copy number 1 is then forwarded to the Communications and Records Section for filing.
- D. When a record of the receipt and distribution of a communication is needed, but it is unnecessary to control and follow-up on it (requisition, publications, administrative issuances, material of a purely informational character, etc. which are classified confidential or secret) the procedure differs slightly. In such cases copies 1, 2 and 3 will be detached immediately by the Communications and Records Section. Copy number 1 will be filed in the alphabetical file by origin, copy number 2 will be destroyed and number 3 will be filed by "Control No." under "Action Completed". The communication will then be forwarded and handled as described in paragraph C except that there will be no copy to be returned to the Communications and Records Section. If the communication is not referred further (to another division) copies 5 and 6 will be destroyed.
- E. Papers appropriate for dispatch and filing by the Communications and Records Section consist of all actions taken by the Chief and his immediate staff and all actions prepared in the Divisions for signature in the Office of the Chief. The outgoing file received by the Communications and Records Section will include the following papers:

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1. For filing:

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(a) Original incoming communication with endnotes.

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(b) Yellow tissue copy of reply

(c) Copy Number 1 of Form 35-1

2. For Dispatch:

(a) Original of reply and attachments with extra tissue copy.

- F. When correspondence is forwarded to the D/A for signature the white "reading file" copy will accompany it. The official file copy (yellow tissue) will be detached by the Communications and Records Section and placed in a suspense file. After the communication has been signed and the "reading file" copy returned, the yellow copy will be withdrawn and filed in the subject file.
- G. All Congressional mail requiring an answer must be answered or acknowledged within two work days, with certain exceptions all other communications within five work days. The suspense file in the Communications and Records Section will be checked daily. Upon expiration of time allotted for action, the Division to whom the communication was referred will be contacted by telephone to ascertain the reason for the delay. If additional time is needed the new date due, as indicated by the action desk, will be noted on the suspense copy (number 3) of 35-1.
- H. All recording on Form 35-11 (Log), or equivalent, will be eliminated except for outgoing correspondence initiated in the Office and material sent directly from Central Processing to Transportation Division.
- I. To insure successful operation of this procedure it is essential that persons assigned mail control duties be instructed that this is a priority function. More than one person should be available for this duty at each control point to insure immediate handling.

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EXHIBIT C

SUBJECT LIST

AND INDEX

C

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Contents of Exhibit C not included

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EXHIBIT D

STAFF REQUIREMENTS
FOR
COMMUNICATIONS AND RECORDS SECTION

D

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EXHIBIT D

STAFF REQUIREMENTS FOR
COMMUNICATIONS AND RECORDS SECTION

To operate the Communications and Records Section, it is recommended that three persons be assigned to the Section. The grades should be determined by the Personnel Office, however, it appears that grades GS-7, 5 and 4 would be in line with grades of individuals performing similar duties in other parts of the Agency. There will be considerable overlapping in the performance of the various duties by the individuals assigned, however, the primary responsibility for each should be fixed, with over-all supervision by the GS-7.

Listed below are the various duties detailed in the operation of the Section followed by the grade of the individual primarily responsible.

1. Referral of mail to appropriate Division for action GS-7
2. Record on Form 35-1 and dispatch -4
3. Follow up on communications on which action has not been taken in allotted time -7
4. Maintain top secret control -5
5. Classify material for the files of the Chief in accordance with the Office File Manual -5
6. File material in the files of the Chief -4
7. Service requests for material from the files of the Chief -4

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PROPOSED
INVESTIGATIVE AND SUPPLY OFFICES
SECTION

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PROCUREMENT AND SUPPLY OFFICE

NOTICE
NO.

26 January 1953

SUBJECT: Revision of Mail Control and Filing Procedures

1. Recommended changes to the filing and mail control procedures have been adopted following a survey by the Records Management and Distribution Branch, General Services Office, which was requested by this Office. The new correspondence file manual and mail control procedures are now available and will be distributed to the affected personnel.

2. The revised mail control system will be placed in effect on 2 February 1953. Prior to this date mail control personnel will attend a meeting at which the new procedure will be explained.

3. All correspondence dated subsequent to 1 January 1953 will be filed in accordance with the revised filing system. The system has already been installed in the Office of the Chief. Records analysts from the Records Management and Distribution Branch will assist in installing the system in the Divisions and training personnel in its use. Tentative schedule for installation in the Divisions is as follows:

Transportation Division	11 14 February 1953
Purchase Division	16 19 February 1953
Supply Division	18 21 February 1953
Real Estate and Construction Div.	24 26 February 1953
Coordination and Requirements Div.	26 18 February 1953

4. It is anticipated that these changes will materially reduce the present mail control and filing problems. Your full cooperation in making the changes effective will be appreciated.

JAMES A. GARRISON
Chief, Procurement and Supply Office

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EXHIBIT F

A COMPREHENSIVE SCHEDULE
FOR THE DISPOSITION OF
PROCUREMENT, SUPPLY AND TRANSPORTATION RECORDS

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Records Management Program

A COMPREHENSIVE RECORDS SCHEDULE
FOR THE DISPOSITION OF
RECORDS RELATED TO PROCUREMENT, SUPPLY AND TRANSPORTATION FUNCTIONS

Authority. Authority for the records disposition standards in this schedule is contained in the following schedules which have been cleared by the National Archives and approved by Congress:

General Records Schedules 3, 4 and 9,
House Report 2471, 82nd Congress, 2nd Session.

Records Disposal Schedule _____
House Report _____

These standards have also received the review and concurrence of the General Counsel, Comptroller, and Chief, Procurement and Supply Office.

Applicability. This schedule is applicable to the records of Headquarters, Procurement and Supply Office. Later amendments will provide retirement and disposal standards for the procurement, supply and transportation records of all offices of the Agency, at both Headquarters and field installations.

In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not yet been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by Section 9 of the Records Disposal Act of July 7, 1943, as amended (44 U. S. C. 374).

Disposal standards in this schedule are mandatory; any extension of retention periods must be approved by the Archivist of the United States through the CIA Records Officer.

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ITEM NO.	DESCRIPTION OF RECORDS	METHOD OF FILING	AUTHORIZED DISPOSITION
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RECORDS OF CONTINUING VALUE:

- | | | | |
|---|---|---|--|
| 1. CORRESPONDENCE FILES OF THE CCEP, PROCUREMENT & SUPPLY OFFICE. | Records that document the organization, policies, and procedures of the office in accomplishing its functional activities. These records consist of correspondence, reports and other papers. | According to the Agency File Manual. Start new file every year. | Disposal not authorized by this schedule. (Transfer to CIA Records Center 1 year after file is closed.) |
| 2. REAL PROPERTY TITLE RECORDS. | Case files documenting the acquisition of real property (by condemnation or otherwise). The file includes deeds, leases, statements of legal boundaries and restrictions, and related papers. | Alphabetically by title of property. | Disposal not authorized by this schedule. (Transfer to CIA Records Center 1 year after acquisition or construction.) |

RECORDS OF TEMPORARY VALUE:GENERAL CORRESPONDENCE RECORDS

- | | | | |
|--------------------------|--|---|--|
| 3. CORRESPONDENCE FILES. | Files consisting of correspondence (letters, memoranda, and telegrams), reports and other papers that are maintained by operating units for their internal operation and administration. | According to the Agency File Manual. Start new file every year. | Dispose after 3 years. (Transfer to CIA Records Center 1 year after file is closed.) |
| | Files maintained in all operating units of the Office. | | |

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<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
PROJECT PLANNING RECORDS			
4.	PROJECT CASE FILES. Files pertaining to the activation, material requirements and responsibilities of individual projects. They include work sheets, summaries, staff studies and other papers relating to the planning and supplying of projects.	Alphabetically by project and chronologically thereafter.	Dispose after 11 years. (Place in inactive file upon submission of final report on proposed program; transfer to CIA Records Center 1 year thereafter.)
Official files maintained by Procurement Planning Staff.			
PROCUREMENT RECORDS			
5.	FORMAL CONTRACT FILES. Case files documenting the procurement of equipment, supplies and services by formal contract. The files include the contract, invitation to bid, certification of award, tabulation of bid, delivery information, invoice, specifications and related papers.	Type of contract, numerically thereafter.	Dispose 11 years after final payment. (Place in inactive file on final payment; transfer to CIA Records Center 1 year thereafter.)
Official files maintained by Contract Branch.			
6.	INFORMAL PURCHASE FILES. Case files documenting the procurement of equipment, supplies and services by informal purchase. The files include purchase order or letter order, specifications, initiating requisition, invoice, delivery information and related papers.	Numerically by purchase order, or letter order, number.	Dispose 11 years after final payment. (Place in inactive file on final payment; transfer to CIA Records Center 1 year thereafter.)
Official files created by Civilian Purchase Branch, Military Purchase Branch, Special Purchase Branch.			

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ITEM No.	DESCRIPTION OF RECORDS	METHOD OF FILING	AUTHORIZED DISPOSITION
a.	Stock Record Cards. The day-to-day record of receipts and disbursements of supplies and equipment which reflect the balance of each item of material on hand or in use. Postings to these cards are made from the vouchers.	According to Procurement and Supply Manual.	Dispose 2 years after audit. (Place in inactive file when card is completed; transfer to CIA Records Center at end of year.)
	Official files maintained by Stock Control Branch and Depot Operations Branch.		
b.	Property Inventory Record. A card record maintained for the primary purpose of providing information as to the location of property in use. Postings to these cards are made from the vouchers.	According to Procurement and Supply Manual.	Dispose 2 years after audit. (Place in inactive file when card is completed; transfer to CIA Records Center at end of year.)
	Official files maintained by Stock Control Branch and Depot Operations Branch.		
c.	Voucher Files. Case files of all papers resulting from a receipt or issue of material and supporting entries to the stock records.	According to Procurement and Supply Manual. Start new file every fiscal year.	Dispose 2 years after audit. (Transfer to CIA Records Center 6 months after file is closed.)
	Official files maintained by Stock Control Branch and Depot Operations Branch.		
d.	Voucher Register. The basic record of property transactions of the Accountable Officer.	According to Procurement and Supply Manual. Start new register every fiscal year.	Dispose 2 years after audit. (Transfer to CIA Records Center 6 months after file is closed.)
	Official files maintained by Stock Control Branch and Depot Operations Branch.		

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ITEM NO.	DESCRIPTION OF RECORDS	METHOD OF FILING	AUTHORIZED DISPOSITION
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7. PLANT INSPECTION FILES. Case files pertaining to the inspection of facilities under contract and those in the process of contracting to the Agency. The files include check sheets, report of inspection, and related papers.

Official files maintained by Contract Inspection.

Alphabetically by firm name. Start new file every year.

Dispose after 11 years. (Transfer to CIA Records Center 1 year after file is closed.)

WAREHOUSE RECEIVING RECORDS

8. RECEIVING FILES. Case files which serve as a control on the receipt of equipment and supplies purchased by the Agency. The files include the purchase document, delivery information, invoice, packing slips, and related papers. (Documents in these files are substantially duplicated in Items 5 and 6.)

Official files maintained by

Numerically by purchase order number.

Dispose 1 year after completion of transaction. (Place in inactive file upon completion of transaction; transfer to CIA Records Center at end of the year.)

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PROPERTY ACCOUNTABILITY RECORDS

9. PERSONAL PROPERTY ACCOUNTABILITY RECORDS. Records maintained to provide personal accountability for the receipt and custody of material and to provide information as to the monetary worth of such material. The stock record cards, property inventory record cards, voucher files, and the voucher registers are all related accountability records subject to periodic audit under direction of the Auditor-in-Chief. They should, therefore, be retained

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ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>METHOD OF FILE</u>	<u>AUTHORIZED DISPOSITION</u>
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**10. INVENTORIES OF SUPPLIES
AND EQUIPMENT.**

- | | | |
|---|--|---|
| a. Inventory lists | Chronologically | Dispose 2 years after date of list. |
| b. Inventory cards (other than those covered in Item 9b.) | Numerically by stock number or alphabetically by item, as appropriate. | Dispose 2 years after discontinuance of item, or 2 years after stock balance is transferred to new card or recorded under new classification. |

REAL PROPERTY RECORDS

- | | | |
|---|--------------------------------------|--|
| 11. LEASE RECORDS. Case file documenting the lease, by the Agency, of buildings, space in buildings, and grounds. The file includes the lease, supporting documents, legal instruments, and related papers. | Alphabetically by title of property. | Dispose 11 years after final payment. (Place in inactive file on final payment; transfer to CIA Records Center 1 year thereafter.) |
|---|--------------------------------------|--|

Files maintained by Real Estate and Construction Division.

TRAVEL AND TRANSPORTATION RECORDS

- | | | |
|--|--|--|
| 12. TRAVEL RECORDS. Case files pertaining to official travel of employees, dependents, or others authorized to travel by law. The files include travel order, transportation vouchers, and correspondence relating to travel and the reimbursement of traveller and carrier. | | |
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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>METHOD OF FILEING</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Official case files of individual's travel, maintained by Transportation Division.	Alphabetically by name of employee.	Dispose 5 years after completion of trip. (Place in inactive file upon completion of trip; transfer to CIA Records Center 1 year thereafter.)
	b. Copies of papers duplicated in official case files that are filed chronologically or numerically to facilitate reference.	Chronologically or numerically as appropriate.	Dispose after 1 year.
13.	CARGO SHIPMENT RECORDS. Case files pertaining to the shipment of equipment, supplies, and personal effects. File includes request for shipment, shipping documents, bill of lading, requisition, and related papers.		
	a. Official files maintained by Transportation Division.	Numerically by cargo number.	Disposal not authorized by this schedule. (Place in inactive file upon completion of transaction; transfer to CIA Records Center 1 year thereafter.)
	b. File maintained by Document Control and Procurement Section, Stock Control Branch. (Documents in this file are substantially duplicated in Item 13a.)	Numerically by cargo number.	Dispose 1 year after completion of transaction. (Place in inactive file after completion of transaction; retain in current files area for 1 year and then destroy.)

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>METHOD OF INDEXING</u>	<u>AUTHORIZED DISPOSITION</u>
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25X1A6a	e. File maintained by [REDACTED] Depot, Depot Operations Branch. (Documents in this file are substantially duplicated in Item 15a.)	Numerically by drug number.	Dispose 1 year after completion of transaction. (Place in inactive file after completion of transaction; retain in current files area for 1 year and then destroy.)
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AUTOMOTIVE VEHICLE RECORDS

14.	PROCUREMENT -- DISPOSAL RECORDS. Case files pertaining to the acquisition, use and disposal of vehicles. The file includes requisitions, authority for procurement, bill of sale, shipping document, delivery information, and related papers.	By location of vehicle and numerically by vehicle number therewith.	Dispose 7 years after disposal of vehicle. (Place in inactive file after disposal; transfer to CIA Records Center 1 year thereafter.)
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Official file maintained by Automotive Property Section, Stock Control Branch.

REPORT OF SURVEY RECORDS

15.	SURVEY REPORT FILES. Case files pertaining to the action taken on lost and/or damaged property. Files include operator's report, investigator's report, survey report, and related papers.	Numerically by report number.	Dispose 6 years after case is closed. (Place in inactive file when case is closed; transfer to CIA Records Center 1 year thereafter.)
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Official files maintained by Stock Control Branch.

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ITEM NO.	DESCRIPTION OF RECORDS	SERIAL NO. OR INDEX	AUTHORIZED DISPOSITION
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PROPERTY DISPOSAL RECORDS

16. PROPERTY DISPOSAL FILES. Case files pertaining to the disposal of surplus personal property. Files include report of surplus property, declarations of property disposed of to another agency, turn-in slip, and related papers. (Does not include transactions of \$25,000 or more which document the initiation and development of transactions that deviate from established procedures with respect to general agency disposal or to major disposal programs.)

Official files maintained by Supply Division.

Numerically by declaration number. (Place in inactive file upon completion of transaction; transfer to CIA Records Center 1 year thereafter.)

Dispose 11 years after completion of transaction.

CONTROL LOGS

17. Logs maintained to facilitate the processing of employees' travel, movement of goods, requisitions for supplies and equipment.

Chronologically or numerically as appropriate. Start new log every year.

Dispose after 3 years. (Place in inactive file at end of year; retain in current files area for 3 years and then destroy.)

RECEIPTS

18. Receipts for Government Transportation Requests.

Chronologically

Dispose after 2 years. (Place in inactive file at end of year; retain in current files area for 2 years and then destroy.)

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Chief, General Services

26 January 1953

Chief, Records Management and Distribution Branch

Survey Report for the Office of Procurement and Supply

1. Attached is a Records Management survey report on the Office of Procurement and Supply. This report covers a maintenance and disposition program, but does not touch on Records Creation. The installation of the mail control procedure and the standard filing system will provide for the efficient maintenance and use of all correspondence records of the office. The application of the comprehensive schedule will provide for the orderly retirement and disposition of all records including the appropriate preservation of the permanently valuable material.

2. A draft of the recommendations was discussed in detail at a meeting attended by Messrs. [REDACTED] of the office of Procurement and Supply, Mr. [REDACTED] of Organization and Management Services, and Messrs. [REDACTED] and [REDACTED] of this office and agreement was reached on all points.

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3. The report was prepared by a records analyst team, headed by [REDACTED] and including Miss [REDACTED] and Mr. [REDACTED]. Only the wholehearted cooperation given our analysts by the staff and operating personnel of the Office of Procurement and Supply made it possible to complete the report in the desired time.

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2 Encl.

RMB:JLB:vgh 26 January 1953

Distribution:

Orig. & 1-addressee
1-chrome.

[REDACTED]

Security Information

Chief, Procurement and Supply Office

28 January 1953

Chief, General Services

Report of Records Management Survey

1. This Records Management Survey Report provides a records maintenance and disposition program for your office. It does not touch on records creation usually included in such a report because of the need to install the recommended changes in mail control and filing procedures as soon as possible. Records creation concerns the forms, reports, and issuances prepared or used by an office.

2. Tentative agreement was reached on the various recommendations at a meeting attended by Mr. [REDACTED] of your office, Mr. [REDACTED] of Organization and Methods Services and Mr. [REDACTED] of this office. Following your consideration and concurrence, the records analysts who prepared this report will discuss it with you at your convenience. In addition, they will be glad to assist in installing the proposed mail control and file systems and in training your personnel in their use.

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3. In order to assure an adequate continuing records management program for your office, it is recommended that you appoint as an area records officer, an individual whose full time can be spent on records work. Our Records Management staff will assist and indoctrinate such a person to the extent necessary for the successful operation of the program.

4. We have appreciated the whole-hearted cooperation given our analysts by your staff and operating personnel, which has made it possible to complete the report in the desired time.

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RAB/TLS:vgh:lw 28 January 1953

Distribution:

- 1 - Addressee
- 1 - Gen. Ser.
- 1 - Rec'ds Mgt.

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SURVEY REPORT
OF
PROCUREMENT AND SUPPLY OFFICE

As requested by the Chief, Procurement and Supply Office, a records management survey of the Office was conducted by records analysts of the Records Management and Distribution Branch, General Services Office. The survey was primarily concerned with the filing of correspondence records and the receipt, referral and distribution of mail. The following report supported by Exhibits A through F is submitted for review. The exhibits are identified as follows:

- Exhibit A - Filing Procedures
- Exhibit B - Correspondence Control Procedure
- Exhibit C - Subject List and Index
- Exhibit D - Staff Requirements for Communications and Records Section
- Exhibit E - Proposed PMSO Notice
- Exhibit F - Comprehensive Schedule for the Disposition of Procurement, Supply and Transportation Records.

The Records Disposition Schedule (Exhibit F) is the result of a previous survey and has been approved by the Procurement and Supply Office. It is submitted as a part of this report to consolidate the overall recommendations for the Office and will provide for the systematic retirement of inactive records to the CIA Records Center.

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RECOMMENDATIONS AND DISCUSSION

The subject matter of the records maintained in the files of the Chief, AGO and his immediate staff pertains primarily to the organization, policies and procedures of the Office in accomplishing its functional activities. These records have a continuing value, therefore, to improve their usefulness and value, and to provide maximum control of these documents for current and future requirements, it is recommended that:

1. The files of the Chief and his immediate staff (Policy Staff, Inspection & Review, Administrative Staff and Assistant Chief for Operations) be combined and maintained as a single subject file. This file should contain the original incoming communication as well as a copy of the reply when the action has been taken by the Chief or his immediate staff, or when the action has been prepared in the Division for signature in the Office of the Chief.
2. The above mentioned file be maintained by a central mail and files section, tentatively titled Communications and Records Section. For recommended staff requirements see Exhibit D.
3. Correspondence files in the Divisions be combined and maintained centrally within the Division as far as it is physically feasible.
4. All correspondence files be maintained according to the procedures in Exhibit A and filed by subjects contained in the subject list in Exhibit C.
5. Metal angular tab, 1/3 cut, pressboard guides with standard guide inserts, and straight cut, plain tab non-reinforced heavy weight (9) point) kraft folders be used in correspondence files.
6. The official file copy of correspondence of the Office be prepared on yellow tissue. The use of yellow copies for filing purposes would facilitate the destruction of extra or duplicate copies that may find their way to the files and eliminate the necessity of searching the files to determine whether the copies received are duplicates.

7. An extra white copy be made of all correspondence prepared by the Chief and his immediate staff or for signature in the Office of the Chief. These copies will be accumulated by the Communications and Records Section for a period of one week and then circulated as a reading file to the Chief and members of his staff. Upon return to the Section, the file will be destroyed. A similar reading file will be established in the Divisions, using the copy now being filed in a chronological file. It is intended that these reading files be destroyed when they have served their purpose; however, it may be advisable to retain them until the new filing system has been installed and personnel properly trained in its use.
8. All mail coming from outside of the Office be received by the Communications and Records Section. One exception to this is the material pertaining to the travel of individuals which is sent directly from Central Processing to Transportation Division.
9. The correspondence control procedure as proposed in Exhibit B be adopted. This procedure would provide adequate control over incoming mail, insure prompt action, return of material for filing, and serve as an incoming log.
10. More than one person be available for duty at each mail control point to insure immediate handling of the mail. It is also essential to the successful operation of the control system that persons assigned mail control duties be instructed that this is a priority function.
11. Someone in the Office, such as the Area Records Officer, participate in the installation of the correspondence control system and be given the over-all responsibility of its supervision.
12. The above proposed recommendations be made effective by the issuance of an Office notice as suggested in Exhibit E.

As a general recommendation, all large groups of files be consolidated and maintained in secured areas for the obvious advantages of security and the economy in type of filing equipment needed.

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Security Information

This subject pertains to all financial accounting transactions involved in the receipt, disbursement and other handling of appropriated funds.

ACCOUNTING

ACCOUNTING

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APPROPRIATIONS (BUDGET)

This subject pertains to annual, deficiency and supplemental estimates and appropriations; budget material; material regarding preliminary estimates; preparation of exhibits in support of estimates; and material regarding allotments, apportionments and transfer of funds.

DO NOT use this subject for filing material relating to fiscal accounting transactions involved in the receipt, disbursement and other handling of appropriated funds - see ACCOUNTING.

APPROPRIATIONS (BUDGET)

- 1 Allotments, apportionments, transfers and encumbrances
- 2 Budget Estimates
- 4 Reports, Statements and Statistics

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AUTHORIZATIONS

This subject is for general use only. Do not use for material
that can be classified under more specific subjects, such as:

See TRAVEL 3 for travel authorizations

See PERSONNEL 1 for appointment authorities

AUTHORIZATIONS

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BUILDINGS AND GROUNDS

This subject pertains to the acquisition, construction, operation and disposal of office buildings and other structures and the grounds necessary to maintain such installations, except warehouses controlled by Procurement and Supply, see Warehouses. Material regarding [REDACTED]

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[REDACTED] For protection of buildings and grounds

from vandalism or possible sabotage, see SECURITY 1.

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BUILDINGS AND GROUNDS

- 1 Acquisition (Use BUILDINGS AND GROUNDS 1 for space assignments, acquisition, use, etc.)
- 2 Damage and Protection
- 3 Design and Construction
- 4 Directories, Signs and Bulletin Boards
- 5 Dispositions
- 6 Grading, Landscaping and Gardening
- 7 Maintenance and Preservation
- 8 Reports and Data
- 9 Space (Acquisition, assignment, use and release office and storage space)
- 10 Utilities and Services (Except telephones - see COMMUNICATIONS)

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Security Information

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COMMUNICATIONS

This subject pertains to material regarding all types of communication facilities and services, including procedures for handling mail, telegrams and correspondence; installations of telecommunication facilities, systems, etc.

COMMUNICATIONS

1

Inter-Office and Public Address Systems

2

Mail and Correspondence

3

Messenger Service (Includes U. S. Official Mail and Messenger Service)

4

Radio

5

Telegrams, Teletypes and Cablegrams

6

Telephones

7

Translations

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Security Information

This subject is for contract inspections and general use only.
Do not use for material that can be filed under more specific
subjects, such as:

CONTRACTS

See EQUIPMENT AND SUPPLIES for contracts for
the procurement of equipment and supplies.

CONTRACTS

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Security Information

This subject pertains to policies, procedures and agreements concerning liaison with Individuals, States, Foreign Governments, Federal Agencies or Organizations.

COOPERATION

COOPERATION (Includes Agreements and Memoranda of Understanding)

1 Federal Agencies

1-1 Army

1-2 Marine Corps

1-3 Navy

2 International

3 Intra-Agency

4 State Agencies or Institutions

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EQUIPMENT AND SUPPLIES

This subject pertains to procurement, utilization, management and disposition of equipment, supplies and materials, except:

See BUILDINGS AND GROUNDS for material pertaining to acquisition, management or disposition of buildings and grounds.

See VEHICLES for all matters pertaining to vehicles.

See WAREHOUSES for all matters pertaining to warehouses.

EQUIPMENT AND SUPPLIES

1 Classification

1-1 Ordnance

1-1-1 Availability

1-1-2 Price

1-1-3 Request

1-1-4 Requirements

1-2 Transportation

1-2-1 Availability

1-2-2 Price

1-2-3 Request

1-2-4 Requirements

1-3 Machinery, Tools, Instruments, Machine Parts and Supplies

1-3-1 Availability

1-3-2 Price

1-3-3 Request

1-3-4 Requirements

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EQUIPMENT AND SUPPLIES (CONTINUED)

1-4 Engineer

1-4-1 Availability

1-4-2 Price

1-4-3 Request

1-4-4 Requirements

1-5 Communication

1-5-1 Availability

1-5-2 Price

1-5-3 Request

1-5-4 Requirements

1-6 Medical

1-6-1 Availability

1-6-2 Price

1-6-3 Request

1-6-4 Requirements

1-7 Quartermaster (General Supplies)

1-7-1 Availability

1-7-2 Price

1-7-3 Request

1-7-4 Requirements

2 Distribution

3 Installations, Maintenance and Preservation

4 Procurement

5 Property Accountability

6 Storage

7 Surplus, Salvage and Conservation

8 Utilization

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GROUP 1-1 Ordnance

(Research and Development Items - Weapons, Combat Vehicles, Fire Control Equipment - Ammunition and Explosives)

GROUP 1-2 Transportation

(Aircraft Components and Accessories - Ship and Marine Equipment - Motor Vehicles - Trailers and Cycles - Engine Accessories - Maintenance and Repair Shop Equipment - Fuels, Lubricants and Petroleum Waxes)

GROUP 1-3 Machinery Tools, Instruments and Machine parts & Supplies

(Mechanical Power Transmission Equipment - Bearings, Primary and Secondary Metalworking - Machinists - Machine Tools and Equipment - Special Industry Machinery - Materials handling Equipment: Rope, Cable, Chain and Fittings - Fire Fighting and Safety Equipment: Pipe, Tubing, Hose and Fittings - Valves - Hand Tools - Hardware and Abrasives - Instruments and Laboratory Equipment)

GROUP 1-4 Engineer

(Refrigeration and Air Conditioning Equipment - Plumbing, Heating and Sanitation Equipment - Water Purification and Sewage Treatment Equipment - Metal Bars, Sheets and Shapes)

GROUP 1-5 Communications (Includes Photographic)

(Communication Equipment - Electrical and Electronic Equipment Components - Electric Wire and Power and Distribution Equipment - Lighting Fixtures and Lamps - Alarm and Signal Systems - Photographic Equipment)

GROUP 1-6 Medical

(Medical, Surgical Dental, Hospital, Opticians Equipment and Supplies)

GROUP 1-7 Quartermaster (General Supplies)

(Chemicals and Chemical Products - Training Aids and Devices - Furniture - Household and Commercial Furnishings and Appliances - Food Preparation and Serving Equipment - Office Machines - Office Supplies - Books, Maps, and Publications - Musical Instruments - Phonographs and Athletic Equipment - Cleaning Equipment and Supplies - Brushes, Paints, Sealers and Adhesives - Packaging and Packing Supplies - Textiles, Leather, and Furs - Clothing and Individual Equipment - Toiletries, Subsistence - Non-metallic Fabricated Materials - Miscellaneous)

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EQUIPMENT AND SUPPLIES

This subject pertains to procurement, utilization, management and disposition of equipment, supplies and materials, except:

See BUILDINGS AND GROUNDS for material pertaining to acquisition, management or disposition of buildings and grounds.

See VEHICLES for all matters pertaining to vehicles.

See WAREHOUSES for all matters pertaining to warehouses.

EQUIPMENT AND SUPPLIES

- 1 Classification
- 2 Distribution
- 3 Installations, Maintenance and Preservation
- 4 Procurement
- 5 Property Accountability
- 6 Storage
- 7 Surplus, Salvage and Conservation
- 8 Utilization

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FORMS

This subject pertains to forms design, standardization, revision, clearance, control, supply and issuance.

FORMS

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Security Information

LEGAL

This subject pertains to legislative proposals, copies of bills and resolutions, committee reports, hearings, etc.

LEGAL

- 1 Claims and Litigations
- 2 Decisions, Opinions and Interpretations
- 3 Executive Orders
- 4 Laws and Regulations
- 5 Legislation
- 6 Notaries

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MEDICAL

This subject pertains to the development, preparation and execution of the Agency medical program and with providing required medical service and support to Agency activities.

DO NOT use for any papers involving status or health record of an employee. Such papers should be included in the designated "Health Record Case Files". File alphabetically by name.

MEDICAL

1 Dentistry

(Dental treatment, Dental equipment and supplies, Prosthetic dentistry)

2 General Medicine

(Diseases and injuries, Treatment, Rehabilitation)

3 Medical Equipment and Supplies

(Drugs, Hospital and medical laboratory equipment, Medicines, Surgical instruments, X-ray medical equipment and films)

4 Medical Specialties

(Dermatology, Gynecology, Neurology, Orthopedics, Ophthalmology, Psychiatry, Radiology, Urology)

5 Physical Examinations

(Autopsies, Cultures, Medical Surveys, Physical standards and tests, Specimens, Temperature, X-ray examinations)

6 Preventative Medicine

7 Surgery

(Surgical operations, Prosthetic devices)

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MEETINGS

This subject pertains to meetings, conferences, congresses, conventions, etc. Do not use for material that can be filed under more specific subjects.

MEETINGS

- 1 Engagements, Invitations
- 2 Inter-Agency
- 3 Intra-Agency (File by Area, Organizational Unit, etc., as required)
- 4 International
- 5 Reports and minutes of meetings

Security Information

ORGANIZATION AND MANAGEMENT

This subject pertains to the executive or administrative structure of the Agency; distribution or delegation of duties and functions; establishment or discontinuance of offices or organizational units; emergency planning; management policies; procedures; and all administrative or authoritative issuances of the Agency, except processed copies of Agency manuals which should be maintained separately.

ORGANIZATION AND MANAGEMENT

- 1 Administrative Issuances (Policy and Procedural Orders, Notices and Memoranda)
- 2 Improvement Program
- 3 Inspection (Field)
- 4 Emergency Planning
- 5 Establishment, Reorganization and Liquidation
- 6 Program and Plans (General Only. Do not use this subject for material that can be classified under specific subjects)
- 7 Procedures and Methods

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Security Information

PERSONNEL

This subject pertains to all phases of personnel administration, including policies, programs, procedures, regulations, etc. Do not use for papers involving status or service record of an employee. Such papers should be included in the designated "Official Personnel Folder". Personnel policy and procedures regarding warehouses - see WAREHOUSES.

PERSONNEL

- 1 Appointing Authority
- 2 Citizenship
- 3 Classification, Duties
- 4 Conduct
- 5 Contributions (Solicitation of Funds)
- 6 Court Attendance - Jury Duty
- 7 Detail and Assignment of Employees
 - 7-1 Overseas Assignments
- 8 Evaluation (Performance Ratings)
- 9 Employees Relations Activities
- 10 Identification Cards (Do not use for building passes or Security identification. See SECURITY)
- 11 Military
- 12 Policy and Procedures (Do not use for personnel policy and procedures of warehouses - See WAREHOUSES)
- 13 Promotions and Demotions
- 14 Records and Reports

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Security Information

- 15 Recruitment
- 16 Safety
- 17 Separations
- 18 Transfers

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PRINTING AND REPRODUCTION

This subject pertains to printing and reproduction services.

PRINTING AND REPRODUCTION

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PUBLICATIONS

This subject pertains to the general informational activities of the Agency, including the preparation, publication and distribution of published materials. Do not use for Administrative Issuances -- See O & M-1. The file is intended primarily for correspondence - copies of publications and other bulk material should be maintained separately.

PUBLICATIONS

- 1 Agency Publications (Bulletins, Leaflets, Periodicals, Articles, Reports, etc.)
(Distribution - Mailing Lists)
- 2 Publications of Outside Organizations
(Newspapers, Clippings, Periodicals, Leaflets)
- 3 Requests for Publications
- 4 Speeches, Lectures and Statements

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PUBLIC RELATIONS

This subject pertains to general phases of public relations only.
See COOPERATION for material involving relationships with organizations of a formal basis.

PUBLIC RELATIONS

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RECORDS

This subject pertains to policies, procedures and systems for handling, filing and disposing of records. See SECURITY for the security of records and communications.

RECORDS

- 1 Certified Copies
- 2 Disposition
- 3 Filing Systems and Procedures Manuals
- 4 Management
- 5 Microfilming
- 6 Vital Materials

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REFERENCE LIBRARY

This subject is to provide for the filing of Non-Record, REFERENCE material when such material is maintained in filing equipment.

Library and museum material made or acquired and preserved solely for reference or exhibition purposes; extra copies of reports and documents preserved solely for convenience of reference; and stocks of publications and of documents fall into this category.

REFERENCE LIBRARY

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REPORTS

This subject is for use in filing recurring reports such as weekly and monthly activity or progress reports. Nonrecurring reports should be filed by subject matter. Optional Arrangement: Case file as required.

REPORTS.

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Security Information

SAFEHOUSES

This subject pertains to the acquisition, utilization and disposition of safehouses, also includes policy and procedures pertaining to safehouses. See - WAREHOUSES on matters relating to warehouses.

Other material relating to the acquisition of buildings, See - BUILDINGS AND GROUNDS. Optional arrangement - Case file location as required.

SAFEHOUSES

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Security Information

SECURITY

This subject pertains to the safeguarding of information and material, which, in the best interests of National Defense and safety should not be disclosed to unauthorized persons.

SECURITY

- 1 Buildings and Equipment (Protection)
- 2 Communications and Records
- 3 General Policy, Regulations and Procedure
- 4 Information and Publications
- 5 Personnel
- 6 Reports and Data
- 7 Violations

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SHIPMENTS

This subject pertains to the shipment and routing of equipment, material and supplies.

SHIPMENTS

1 Freight and Express

(Bills of Lading - Rates and Traffic - Claims - Personal Effects)

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Security Information

TRAINING

This subject pertains to the development and direction of all Agency training programs.

TRAINING

1 Policies and Procedures

2 Facilities

3 Programs

(In service - Orientation - Career Service)

4 Reports

5 Outside Training (Colleges, Schools)

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Security Information

TRAVEL

This subject pertains to the travel of employees of others on official business, including policies, procedures and regulations. Case files by name of traveler may be established as required and may be accomplished by writing the name of the traveler as part of the file designation, thus:

TRAVEL (Brown, Harry)

TRAVEL

- 1 Advance of Funds
- 2 Authorization
- 3 Entry (Customs, Courtesies, etc.)
- 4 Foreign (Includes Passports, Visas, etc.)
- 5 Itinerary and Reservations
- 6 Policies and Procedures
- 7 Privately owned Vehicles
- 8 Transportation Requests

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VEHICLES

This subject pertains to acquisition, utilization and disposition of automobiles, trucks and other vehicles including policies, procedures and authorities for their use. Include also material regarding the procurement, accountability, use and disposal of tires and tubes.

VEHICLES

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Security Information

WAREHOUSES

This subject pertains to the acquisition, utilization and disposition of warehouses, also includes policy and procedures pertaining to warehouses. See - SAFEHOUSES on matters relating to safehouses. Other material relating to the acquisition of buildings, see - BUILDINGS AND GROUNDS. Optional arrangements - Case file as required.

WAREHOUSES (Case file by location or name)

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Security Information
SUBJECT INDEX

The word "See" indicates that the subject category is further subdivided or that there are special instructions pertaining to its use. In such cases the SUBJECT LIST should be consulted to obtain the appropriate file designation.

<u>Reference</u>	<u>File Designation</u>
Abandonment, Buildings & Grounds	BUILDINGS & GROUNDS 5-1
Accidents	
Employee's Compensation Cases	PERSONNEL 16-1
Vehicles	See VEHICLES 1
Accounting	See ACCOUNTING
Accounts Current	See ACCOUNTING 1
Acquisition	
Buildings & Grounds	See BUILDINGS & GROUNDS 1
Equipment & Supplies	EQUIPMENT & SUPPLIES 7-1
Additions to Buildings & Grounds	BUILDINGS & GROUNDS 3-1
Addresses, Mailing	COMMUNICATIONS
Adjustments in	
Disbursements	ACCOUNTING 8-1
Receipts	ACCOUNTING 6-1
Administrative Issuances	ORGANIZATION & MANAGEMENT 1
Advance of Funds for Travel	TRAVEL 1
Advices, Disbursement	ACCOUNTING 8-2
Agency Policies & Procedures on Personnel	PERSONNEL 12-1
Agent Cashiers	ACCOUNTING 5
Agreements	See COOPERATION
Air Conditioning, Buildings	BUILDINGS & GROUNDS 10-3
Air Mail	See COMMUNICATIONS 2
Allocations	
Equipment & Supplies	EQUIPMENT & SUPPLIES 2-1
Funds	APPROPRIATIONS 1
Space	See BUILDINGS & GROUNDS 9
Allotments of Appropriations	APPROPRIATIONS 1
Allowances	See ACCOUNTING 2
Alterations of Buildings & Grounds	BUILDINGS & GROUNDS 3-1
Annual Leave	
Policies & Procedures	PERSONNEL 12-5
Time & Attendance Reports	ACCOUNTING 9-5
Appeals, Efficiency Rating	PERSONNEL 18-1
Applications for Employment	PERSONNEL 15-1
Appointing Authority	PERSONNEL 1
Apportionments of Appropriations	APPROPRIATIONS 1
Appraisal	
Buildings & Grounds	BUILDINGS & GROUNDS 1-1
Records	See RECORDS 2
Appropriations	See APPROPRIATIONS

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Security Information

Reference

Assignments of	EQUIPMENT & SUPPLIES 2-1
Equipment & Supplies	
Personnel	PERSONNEL 7
Space	See BUILDINGS & GROUNDS 9
Vehicles	VEHICLES 2
Assignment to CIA (Military)	PERSONNEL 11-1
Attendance in Court	
Jury Service by Employees	PERSONNEL 6
Attorney General Opinions	LEGAL 2-1
Attorney, Powers of	ACCOUNTING 9-3
Audits of Accounts	See ACCOUNTING 3
Authentication of Records	RECORDS 1
Authorisations	See AUTHORIZATIONS
Appointing Authority	PERSONNEL 1
Construction	See BUILDINGS & GROUNDS 3
Procurement	EQUIPMENT & SUPPLIES 4-1
Travel	TRAVEL 2
Automobiles	See VEHICLES
License Plates	VEHICLES 5
Awards	
Bids & Contracts for Supplies	EQUIPMENT & SUPPLIES 4-11
Employee	PERSONNEL 9-1
Honor & Suggestion	ORGANIZATION & MANAGEMENT 2-1

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Security Information

Reference

File Designation

Consultants	PERSONNEL 19
Contracts	See CONTRACTS
Contributions	
Employee	See PERSONNEL 5
Public	ACCOUNTING 6-3
Control of Forms	See FORMS 1
Cooperation	See COOPERATION
Federal Agencies	COOPERATION 1
International	COOPERATION 2
Intra-Office	COOPERATION 3
Commercial or Non-Profit	COOPERATION 5
State Agencies or Institutions	COOPERATION 4
Correspondence	See COMMUNICATIONS 2
Cost Estimates, Construction	BUILDINGS & GROUNDS 3-5
Counseling, Employee	PERSONNEL 9-4
Court Attendance by Employees	PERSONNEL 6
Credit Card	VEHICLES 3
Credit Union	PERSONNEL 9-5
Criticisms, Public	See PUBLIC RELATIONS 2
Cryptography	SECURITY 2-2
Currency, Collection or Receipt of	ACCOUNTING 6-2

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Security Information

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Reference

Security Information

File Designation

-B-

Bids for Supplies & Equipment	EQUIPMENT & SUPPLIES 4-11
Bills & Invoices	ACCOUNTING 9-6
Bills of Lading	SHIPMENT 1
Blood Donors	PERSONNEL 9-2
Boards	
Review, Efficiency Rating	PERSONNEL 8-1
Survey, Surplus Property	EQUIPMENT & SUPPLIES 7-2
Bonds	
Bid or Performance	EQUIPMENT & SUPPLIES 4-2
Bonding of Employees	ACCOUNTING 4
Certifying Officer & Agent Cashiers	ACCOUNTING 5
Savings (Defense) Deductions	ACCOUNTING 9-1
Books & Booklets	See PUBLICATIONS
Budget Estimates	See APPROPRIATIONS 2
Building Passes	SECURITY 5-1
Buildings and Grounds	See BUILDINGS & Grounds
Security Protection of	SECURITY 1
Bulletin Boards, Building	BUILDINGS & GROUNDS 4

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<u>Reference</u>	<u>-C-</u>	<u>File Designation</u>
Cablegrams		COMMUNICATIONS 5
Cashiers, Agent		ACCOUNTING 5
Catalog		EQUIPMENT & SUPPLIES 4-3
Censorship, Information		SECURITY 4-1
Certification of Personnel		PERSONNEL 15-2
Certified Copies of Records		RECORDS 1
Certifying Officers		ACCOUNTING 5
Cessions of Real Property		BUILDINGS & GROUNDS 1-4
Charges Against Employees		PERSONNEL 4-2
Checks		ACCOUNTING 6-2
Salary		ACCOUNTING 9-2
Circulars, Administrative		See ORGANIZATION & MANAGEMENT 1
Citations, Employee		PERSONNEL 9-1
Citizenship		PERSONNEL 2
Claims		ACCOUNTING 3-1
Accounting		SHIPMENTS 1
Freight or Express		LEGAL 1
Legal		
Classification		SECURITY 2-1
Communications & Records		EQUIPMENT & SUPPLIES 1
Equipment & Supplies		SECURITY 4-2
Information & Publication		See PERSONNEL 3
Position		
Clearance		FORMS 1-2
Forms		SECURITY 5-2
Security		PERSONNEL 9-3
Clubs, Employees		LEGAL 4-1
Code of Federal Regulations		See ACCOUNTING 6
Collections of Appropriated Funds		See COLLECTION
Collection of Agency Material		
Colleges		TRAINING 5
Outside Training		PERSONNEL 15-7
Recruitment of Personnel From		
Commendations		PERSONNEL 4-1
of Employees		PUBLIC RELATIONS 1
Public		See COMMUNICATIONS
Communications		See SECURITY 2
Protection of		
Complaints		PERSONNEL 4-2
Personnel		See PUBLIC RELATIONS 2
Public		LEGAL 2-2
Comptroller General's Decisions		See PERSONNEL 4
Conduct of Employees		PUBLIC RELATIONS 1
Congratulations		
Conservation		See EQUIPMENT & SUPPLIES 7
Equipment & Supplies		See BUILDING & GROUNDS 3
Construction of Buildings		

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Security InformationFile Designation

-D-

Damage

Buildings & Grounds	BUILDINGS & GROUNDS 2
Vehicles	See VEHICLES 6
Debts of Employees	PERSONNEL 4-2
Decentralization & Dispersal	ORGANIZATION & MANAGEMENT 4-1
Decisions, Legal	See LEGAL 2
Declarations, Surplus	EQUIPMENT & SUPPLIES 7-3
Deeds	
Buildings & Grounds	BUILDINGS & GROUNDS 1-2
Disposition of	BUILDINGS & GROUNDS 5-2
Delegation of Authority	ORGANIZATION & MANAGEMENT 5-1
Delegation of Functions	ORGANIZATION & MANAGEMENT 5-2
Demolition, Buildings	BUILDINGS & GROUNDS 5-3
Demotions	PERSONNEL 13
Depositories	
Funds	ACCOUNTING 1-1
Records	RECORDS 2
Deposits of Collections	ACCOUNTING 6-4
Design of	
Buildings	See BUILDINGS & GROUNDS 3
Forms	FORMS 1-1
Detail of Employees	PERSONNEL 7
Directories	
Buildings	BUILDINGS & GROUNDS 4
Telephone	COMMUNICATIONS 6-2
Disallowances	ACCOUNTING 3-1
Disbursements	See ACCOUNTING 8
Disciplinary Actions	PERSONNEL 4-3
Discounts	
Accounting for	ACCOUNTING 7
On Equipment & Supplies	EQUIPMENT & SUPPLIES 4-4
Dismantling, Buildings	BUILDINGS & GROUNDS 5-3
Dismissal on Account of Heat, etc.....	PERSONNEL 12-2
Dispersal of Agency	ORGANIZATION & MANAGEMENT 4-1
Disposal	
Buildings & Grounds	See BUILDING & GROUNDS 5
Classified Communications & Records	SECURITY 2-3
Equipment & Supplies	EQUIPMENT & SUPPLIES 7-4
Records	RECORDS 2-1
Vehicles	VEHICLES 13-1
Disposition of Records	See RECORDS 2
Dissemination	See DISSEMINATION
Distribution of Equipment & Supplies	See EQUIPMENT & SUPPLIES 2
Drawings, Building Plans & Specification	BUILDINGS & GROUNDS 3-3
Duties of Employees	See PERSONNEL 3

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Reference:

File Designation

-E-

Easements to Property	BUILDINGS & GROUNDS 1-3
Emergency Planning	ORGANIZATION & MANAGEMENT 4
Employee Activities & Relations	See PERSONNEL 9
Encumbrance of Appropriations	APPROPRIATIONS 1
Endorsements of Employees	PERSONNEL 15-1
Engagements	MEETINGS 1
Entry, Customs, etc.	TRAVEL 3
Equipment & Supplies	See EQUIPMENT & SUPPLIES
Security Protection of	SECURITY 1
Establishment of Office or Functions	See ORGANIZATION & MANAGEMENT 5
Evaluation (Performance Ratings)	PERSONNEL 8
Examinations of Employees	PERSONNEL 15-3
Excess Lists of Equipment & Supplies	EQUIPMENT & SUPPLIES 7-5
Exchanges of Equipment & Supplies	EQUIPMENT & SUPPLIES 5-2
Executive Orders	LEGAL 3
Exhibits	
Budget	APPROPRIATIONS 2-1
Exit Interviews	PERSONNEL 17-1
Expediting, Procurement	EQUIPMENT & SUPPLIES 4-7
Expenditures	ACCOUNTING 8-3
Express	See TRANSPORTATION 1

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Security Information

<u>Reference</u>	<u>-F-</u>	<u>File Designation</u>
Facilities (Training)		TRAINING 2
Fair Employment Practices		PERSONNEL 12-3
Federal Agencies Cooperation		COOPERATION 1
Federal Legislation		LEGAL 5-1
Federal Register		LEGAL 4-2
Fees, Collection of		ACCOUNTING 6-5
Field, Space		BUILDINGS & GROUNDS 9-1
Filing Security Safeguards		SECURITY 2-4
Filing Systems		RECORDS 3
Fire in Buildings		BUILDINGS & GROUNDS 2-1
First Aid, Employees		PERSONNEL 16-2
Foreign		
Laws & Regulations		LEGAL 4-3
Travel		TRAVEL 4
Forms		See FORMS
Freight & Express		See SHIPMENT 1
Functions, Delegation of		ORGANIZATION & MANAGEMENT 5-2
Funds		
Accounting for		ACCOUNTING
Advance of Funds for Travel		TRAVEL 1
Budgets & Estimates		APPROPRIATIONS 2
Solicitation of		See PERSONNEL 5

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Security Information

<u>Reference</u>	<u>-G-</u>	<u>File Designation</u>
Garbage, Collection & Disposal		BUILDINGS & GROUNDS 10-1
Gardening		BUILDINGS & GROUNDS 6
General Accounting Office Exceptions		ACCOUNTING 3-1
General Counsel Decisions		LEGAL 2-3
General Policy		SECURITY 3
Grading & Landscaping		BUILDINGS & GROUNDS 6
Grants of Real Property.		BUILDINGS & GROUNDS 1-4
Greetings To and From Public		PUBLIC RELATIONS 1
Grievances, Employee		PERSONNEL 9-6
Guarding Buildings & Grounds		BUILDINGS & GROUNDS 2-2

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Security Information

~~CONFIDENTIAL~~
Security Information

Reference

File Designation

-H-

Health of Employees.....	PERSONNEL 9-7
Hearings, Budget.....	APPROPRIATIONS 3
Heating, Buildings.....	BUILDINGS & GROUNDS 10-2
Holidays, Policies.....	PERSONNEL 12-5
Honor Awards.....	ORGANIZATION & MANAGEMENT 2-1
Hours of Duty.....	PERSONNEL 12-4
Housing.....	NATIONAL DEFENSE 3

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Security Information

<u>Reference</u>	<u>Security Information</u>	<u>File Designation</u>
	-I-	
Identification Badges.....	SECURITY 5-1	
Identification Cards.....	PERSONNEL 10	
Identification of		
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 5-1	
Vehicles.....	VEHICLES 8	
Improvement Program, Management.....	See ORGANIZATION & MANAGEMENT 2	
Industrial Mobilization.....	NATIONAL DEFENSE 5	
Information		
Security of.....	See SECURITY 4	
Injury to Employees.....	PERSONNEL 16-1	
Inquiries, Audit.....	ACCOUNTING 3-1	
In-Service Training.....	PERSONNEL 18-1	
Inspection		
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 4-5	
Field Management.....	ORGANIZATION & MANAGEMENT 3	
Safety.....	PERSONNEL 16-2	
Vehicles.....	VEHICLES 4	
Installation & Use, Telephones.....	COMMUNICATIONS 6-1	
Installation (Equipment).....	EQUIPMENT & SUPPLIES 3	
Insured Mail.....	COMMUNICATIONS 2-6	
Inter-Agency		
Loans, Records.....	RECORDS 2-8	
Meetings.....	MEETINGS 2	
Transfer of Records.....	RECORDS 2-7	
Interest, Collection of.....	ACCOUNTING 6-6	
Internal Organizational Unit.....	ORGANIZATION & MANAGEMENT 5-3	
International		
Cooperation.....	COOPERATION 2	
Meetings.....	MEETINGS 4	
Inter-Office & Public Address System.....	COMMUNICATIONS 1	
Interpretations.....	See LEGAL 2	
Intra-Agency		
Cooperation.....	COOPERATION 3	
Meetings.....	MEETINGS 3	
Introductions.....	PUBLIC RELATIONS 4	
Inventions.....	See INVENTIONS	
Inventories		
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 5-1	
Records.....	RECORDS 2-2	
Records, Vital Materials.....	RECORDS 6-1	
Investigations		
Personnel Recruitment (non security).....	PERSONNEL 15-4	
Security.....	SECURITY 5-2	
Invitations to Meetings.....	MEETINGS 1	
Invoices.....	ACCOUNTING 12	
Issuances, Administrative.....	ORGANIZATION & MANAGEMENT 1	
Itineraries.....	TRAVEL 5	

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Reference Security Information File Designation
- J -

Job Description..... PERSONNEL 3-1
Jury Duty..... PERSONNEL 6
Justifications, Budget..... APPROPRIATIONS 2-2
Justifications, Procurement..... EQUIPMENT & SUPPLIES 4-1

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Security Information

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Security Information

File Designation

- L -

Landscaping.....	BUILDINGS & GROUNDS 6
Laws & Regulations.....	See LEGAL 4
Leases, Buildings & Grounds.....	BUILDINGS & GROUNDS 1-5
Leave, Policies, Holidays.....	PERSONNEL 12-5
Legal.....	See LEGAL
Legislation.....	See LEGAL 5
License Plates.....	VEHICLES 5
Licenses	
Buildings & Grounds.....	BUILDINGS & GROUNDS 1-3
Operators' or Drivers'	VEHICLES 9
Lighting, Buildings.....	BUILDINGS & GROUNDS 1-3
Liquidation of Office or Functions.....	See ORGANIZATION & MANAGEMENT 4
Lists, Telephone.....	COMMUNICATIONS 6-2
Litigations.....	LEGAL 1
Loans	
Buildings & Grounds.....	BUILDINGS & GROUNDS 1-6
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 5-2
Records.....	RECORDS 2-7
Loss of	
Property.....	EQUIPMENT & SUPPLIES 5-3
Vehicles.....	VEHICLES 6
Loyalty Review.....	SECURITY 5-3

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Security Information

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Security Information

File Designation

- M -

Mail & Correspondence.....	See COMMUNICATIONS 2
Maintenance	
Buildings & Grounds.....	See BUILDINGS & GROUNDS 7
v Equipment & Supplies.....	See EQUIPMENT & SUPPLIES 3
Vehicles.....	VEHICLES 7
Management.....	See ORGANIZATION & MANAGEMENT
Forms.....	See FORMS 1
Records.....	See Records 4
Manuals	
Administrative..	See ORGANIZATION & MANAGEMENT 1
Filing.....	RECORDS 3
Medical.....	See MEDICAL
Meetings.....	See MEETINGS
Memoranda, Administrative.....	See ORGANIZATION & MANAGEMENT 1
Memoranda of Understanding.....	See COOPERATION
Messenger Service.....	COMMUNICATIONS 3
Methods, Administrative.....	ORGANIZATION & MANAGEMENT 6
Microfilming, Records.....	RECORDS 1
Military Service, Employees in.	See PERSONNEL 11
Minutes	
Meetings.....	MEETINGS 5
Money Orders, Collection or Receipt.....	ACCOUNTING 6-2
Mortgages.....	BUILDINGS & GROUNDS

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Security Information

Reference

- N -

File Designation

Notaries..... LEGAL 6

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Security Information

<u>Reference</u>	<u>Security Information</u>	<u>-0-</u>	<u>File Designation</u>
Open Market Purchases	EQUIPMENT & SUPPLIES	4-6	
Opinions	See LEGAL	2	
Organization Charts	ORGANIZATION & MANAGEMENT	5-5	
Orientation			
Security.	SECURITY	5-4	
Other Federal Agencies & Organizations	ORGANIZATION & MANAGEMENT	5-4	
Outside Training (Schools, Colleges, etc.)	TRAINING	5	
Outside Work, Policies	PERSONNEL	12-6	
Overseas Assignments (Personnel)	PERSONNEL	7-1	
Overtime, Policies	PERSONNEL	12-7	

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Security Information

<u>Reference</u>	-P-	<u>File Designation</u>

Painting		
Buildings		BUILDINGS & GROUNDS 7-1
Equipment & Supplies		EQUIPMENT & SUPPLIES 3-1
Parking, Space		BUILDINGS & GROUNDS 9-3
Passports		TRAVEL 4
Payrolls		See ACCOUNTING 9
Penalty Privileges		COMMUNICATIONS 2-3
Per Diem Allowances		ACCOUNTING 2-1
Permits		
Buildings & Grounds		BUILDINGS & GROUNDS 1-3
Operators' or Drivers'		VEHICLES 9
Personal Effects		SHIPMENT 1
Personnel		See PERSONNEL
Ceilings		PERSONNEL 12-8
Security of		See SECURITY 5
Petitions Public		PUBLIC RELATIONS 3
Plans		
Building		BUILDINGS & GROUNDS 3-3
Program		See ORGANIZATION & MANAGEMENT 5
Policies		
Medical		MEDICAL 1
Personnel		See PERSONNEL 12
Printing & Reproduction		PRINTING & REPRODUCTION 1
Records		RECORDS 6-2
Security		SECURITY 3
Training		TRAINING 1
Travel		TRAVEL 6
Political Activities of Employees		PERSONNEL 9-8
Postage		COMMUNICATIONS 2-2
Accounting for		ACCOUNTING 6-2
Postal Laws & Regulations		COMMUNICATIONS 2-3
Power, Buildings		BUILDINGS & GROUNDS 10-2
Powers of Attorney		ACCOUNTING 9-3
Preservation, Buildings & Grounds		
Buildings & Grounds.		BUILDINGS & GROUNDS 7
Equipment & Supplies		EQUIPMENT & SUPPLIES 3
Price Lists		EQUIPMENT & SUPPLIES 4-3
Printing & Reproduction		See PRINTING & REPRODUCTION
Priorities, Procurement		EQUIPMENT & SUPPLIES 4-7
Privately-Owned Vehicles, Travel by		TRAVEL 7
Procedural Orders		See ORGANIZATION & MANAGEMENT
Procedures		
Administrative		ORGANIZATION & MANAGEMENT 7
Correspondence Preparation of		COMMUNICATIONS 2-4
Medical		MEDICAL 1
Personnel		See PERSONNEL 12
Printing & Reproduction		PRINTING & REPRODUCTION 1

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Security Information

Reference ~~CONFIDENTIAL~~ Security Information File Designation

Security.....	SECURITY 3
Training.....	TRAINING-1
Vital Records.....	RECORDS 6-2
Procurement.....	See EQUIPMENT & SUPPLIES 4
Forms.....	See FORMS 2
Vehicles.....	VEHICLES 10
Programs (Training).....	TRAINING-3
Programs & Plans.....	See ORGANIZATION & MANAGEMENT-6
Medical.....	MEDICAL-2
Printing & Reproduction.....	PRINTING & REPRODUCTION-2
Project Proposals, Construction.....	BUILDINGS & GROUNDS 3-5
Promotions.....	PERSONNEL 13
Property Accountability.....	See EQUIPMENT & SUPPLIES 5
Property Passes.....	EQUIPMENT & SUPPLIES 5-4
Protection of Buildings & Grounds	
From Sabotage & Vandalism.....	SECURITY 1
From Fire & Hazards.....	See BUILDINGS & GROUNDS 2
Public Address Systems.....	COMMUNICATIONS 1
Publications.....	See PUBLICATIONS
Security of.....	See SECURITY 4
Agency.....	PUBLICATIONS 1
Outside Organizations.....	PUBLICATIONS 2
Public Relations.....	See PUBLIC RELATIONS
Purchase, Buildings & Grounds.....	BUILDINGS & GROUNDS 1-7
Purchase Orders.....	EQUIPMENT & SUPPLIES 4-8

~~CONFIDENTIAL~~
Security Information

Sanitized - Approved For Release : CIA-RDP70-00211R000100350007-4

~~CONFIDENTIAL~~
Security Information

Reference

- Q -

File Designation

Qualifications..... PERSONNEL 15-5
Quarters Allowances..... ACCOUNTING 2-2

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Security Information

Sanitized - Approved For Release : CIA-RDP70-00211R000100350007-4

~~CONFIDENTIAL~~

Sanitized - Approved For Release : CIA-RDP70-00211R000100350007-4
Releasement

Security Information

File Declassification

-R-

Radio.....	COMMUNICATIONS 4
Rates, Traffic.....	SHIPMENTS 1
Rationing of Equipment & Supplies.....	EQUIPMENT & SUPPLIES 2-1
Receipt, Communications & Records.....	SECURITY 2-5
Receipts of Funds.....	See ACCOUNTING 6
Receiving Documents.....	EQUIPMENT & SUPPLIES 5-5
Reclassification	
Communications & Records.....	SECURITY 2-1
Information & Publications.....	SECURITY 4-2
Recordings	
Acquisitions of Buildings & Grounds....	BUILDING & GROUNDS 1-2
Disposition of Buildings & Grounds....	BUILDING & GROUNDS 5-2
Records.....	See RECORDS
Personnel....	PERSONNEL 14
Security of....	See SECURITY 2
Recreation of Employees.....	PERSONNEL 9-9
Recruitment of Personnel.....	See PERSONNEL 15
Reduction In Force.....	PERSONNEL 17-2
Reemployment.....	PERSONNEL 15-6
Reference Library.....	See REFERENCE LIBRARY
Referred Letters.....	See COMMUNICATIONS 2-5
Refrigeration, Building.....	BUILDINGS & GROUNDS 10-3
Refunds	
Collection of.....	ACCOUNTING 6-7
Disbursements.....	ACCOUNTING 8-4
Registered Mail.....	COMMUNICATIONS 2-6
Regulations	
Postal.....	COMMUNICATIONS 2-3
Security.....	SECURITY 3
Travel.....	TRAVEL 6
Reinstatement.....	PERSONNEL 15-6
Removal for Cause.....	PERSONNEL 17-3
Rental of Equipment.....	EQUIPMENT & SUPPLIES 4-9
Rents, Collection of.....	ACCOUNTING 6-8
Reorganization of Office or Division.....	See ORGANIZATION & MANAGEMENT 4
Repair of	
Buildings.....	BUILDINGS & GROUNDS 7-2
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 3-1
Vehicles.....	VEHICLES 7
Reports.....	See REPORTS
Accounting.....	ACCOUNTING 10
Appropriations.....	APPROPRIATIONS 4
Buildings Construction.....	BUILDINGS & GROUNDS 3-4
Buildings & Grounds.....	BUILDINGS & GROUNDS 8
Efficiency Ratings.....	PERSONNEL 8-3
Medical.....	MEDICAL 3
Meetings.....	MEETINGS 5
Personnel.....	PERSONNEL 14
Printing & Reproduction.....	PRINTING & REPRODUCTION 3
Records Disposition.....	RECORDS 2-3
Security.....	SECURITY 6
Time & Attendance.....	ACCOUNTING 9-5
Training.....	TRAINING 4
Vehicle Vital Records.....	RECORDS 6-3

Sanitized - Approved For Release : CIA-RDP70-00211R000100350007-4

Vital Records.....
~~CONFIDENTIAL~~

Security Information

~~CONFIDENTIAL~~
Security Information

Reference

File Designation

Requests for Forms.....	FORMS 2-1
Request for Publications.....	PUBLICATIONS 3
Requisitions.....	EQUIPMENT & SUPPLIES 4-10
Reservations.....	TRAVEL 5
Resignations.....	PERSONNEL 17-4
Resolutions, Public.....	PUBLIC RELATIONS 3
Retirement Deductions.....	ACCOUNTING 9-4
Retirements.....	PERSONNEL 17-5
Revision of Forms.....	FORMS 1-1
Rights of Way.....	BUILDINGS & GROUNDS 1-3
Royalties, Collections & Receipt of.....	ACCOUNTING 6-9

~~CONFIDENTIAL~~
Security Information

ReferenceFile Designation

- S -

Safehouses.....	See SAFEHOUSES
Safety of Employees.....	See PERSONNEL 16
Salaries	
Accounting for Payment of.....	See ACCOUNTING 9
Personnel.....	PERSONNEL 3-3
Sale, Buildings & Grounds.....	BUILDINGS & GROUNDS 5-4
Sales Authorization.....	EQUIPMENT & SUPPLIES 7-6
Salvage of Equipment & Supplies.....	See EQUIPMENT & SUPPLIES 7
Schedules of	
Collections.....	ACCOUNTING 6-10
Disbursements.....	ACCOUNTING 8-5
Supply.....	EQUIPMENT & SUPPLIES 4-3
Schools	
Recruitment of Personnel from.....	PERSONNEL 15-7
Security.....	See SECURITY
Selective Service & Training.....	PERSONNEL 11-2
Separations.....	See PERSONNEL 17
Services, Buildings & Grounds.....	See BUILDING & GROUNDS 10
Sewage Disposal Facilities.....	BUILDINGS & GROUNDS 4
Shipments.....	See SHIPMENTS
Societies, Employees.....	PERSONNEL 9-3
Space, Office.....	See BUILDING & GROUNDS 9
Special Delivery Mail.....	COMMUNICATIONS 2-6
Specifications	
Buildings.....	BUILDINGS & GROUNDS 4-11
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 4-11
Speeches, Lectures and Statements.....	PUBLICATIONS 4
Standardization of Forms.....	FORMS 1-1
Standards, Job.....	PERSONNEL 3-2
State Agencies of Institutions Cooperation..	COOPERATION 4
Statements	
Accounting.....	ACCOUNTING 10
Appropriations.....	APPROPRIATIONS
State & Territorial Legislation	LEGAL 5-2
Statistics, Appropriation.....	APPROPRIATIONS 4
Status Reports.....	RECORDS 6-3
Storage	
Communications & Records.....	SECURITY 2-4
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 6
Vehicles.....	VEHICLES 12
Sub-Projects, Construction.....	BUILDINGS & GROUNDS 3-6
Suggestions & Honor Awards.....	ORGANIZATION & MANAGEMENT 2-1
Summaries	
Collections.....	ACCOUNTING 6-11
Disbursements.....	ACCOUNTING 8-6
Supplemental Appropriations.....	APPROPRIATIONS 5
Supplies.....	See EQUIPMENT & SUPPLIES 7
Surplus	
Supplies & Equipment.....	See EQUIPMENT & SUPPLIES 7
Vehicles.....	See VEHICLES 13

~~CONFIDENTIAL~~

Reference

Security Information

File Designation

Surveys & Studies

Administrative.....	ORGANIZATION & MANAGEMENT 2-2
Buildings & Grounds.....	BUILDINGS & GROUNDS 1-8
Records.....	RECORDS 4-1
Suspension of Accounts.....	ACCOUNTING 3-1
Systems of Accounting.....	ACCOUNTING 11

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Security Information

ReferenceFile Designation

- T -

Tables of Organization.....	ORGANIZATION & MANAGEMENT 5-6
Tax Exemptions.....	EQUIPMENT & SUPPLIES 4-12
Telegrams, Teletypes.....	COMMUNICATIONS 5
Telephones.....	See COMMUNICATIONS 6
Tests	
Employee.....	PERSONNEL 15-3
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 4-5
Thefts	
Property.....	EQUIPMENT & SUPPLIES 5-3
Vehicles.....	VEHICLES 6
Time & Attendance Reports.....	ACCOUNTING 9-5
Tires & Tubes.....	VEHICLES 14
Titles	
Buildings & Grounds Acquisition.....	BUILDING & GROUNDS 1-2
Buildings & Grounds, Disposition.....	BUILDING & GROUNDS 5-2
Vehicles.....	VEHICLES 15
Toll Calls, Telephone.....	COMMUNICATIONS 6-3
Traffic.....	TRANSPORTATION 1-2
Training, Federal Employees.....	See TRAINING
Training Programs.....	TRAINING 3
In Service.....	TRAINING 3
Orientation.....	TRAINING 3
Career Service.....	TRAINING 3
Transfer	
Appropriations.....	APPROPRIATIONS 1
Buildings & Grounds, Acquisition.....	BUILDINGS & GROUNDS 1-9
Buildings & Grounds, Disposition.....	BUILDINGS & GROUNDS 5-5
Employees.....	PERSONNEL 18
Equipment & Supplies.....	EQUIPMENT & SUPPLIES 7-7
Records Between Federal Agencies.....	RECORDS 2-6
Records To Federal Records Center.....	RECORDS 2-4
Records To National Archives.....	RECORDS 2-5
Records Within Federal Agencies.....	RECORDS 2-7
Translations.....	COMMUNICATIONS 7
Transmission, Communications & Records.....	SECURITY 2-5
Transportation.....	See TRANSPORTATION
Requests.....	TRAVEL 8
Trash, Collection & Disposal.....	BUILDINGS & GROUNDS 10-2
Travel.....	See TRAVEL

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Security Information

~~CONFIDENTIAL~~

Sanitized - Approved For Release : CIA-RDP70-00211R000100350007-4

Reference

- U -

File Designation

Unions, Federal Employee	PERSONNEL 9-10
Unserviceable Vehicles.....	See VEHICLES 13
Utilities, Buildings.....	See BUILDINGS & GROUNDS 10
Utilization.....	EQUIPMENT & SUPPLIES 8

~~CONFIDENTIAL~~
Security Information

Sanitized - Approved For Release : CIA-RDP70-00211R000100350007-4

~~CONFIDENTIAL~~

Reference

- V - Security Information

File Designation

Vehicles.....	See VEHICLES
Violations of Security.....	SECURITY 7
Visas.....	TRAVEL 4
Visitors.....	PUBLIC RELATIONS 5
Vital Materials.....	RECORDS 6
Vouchers.....	ACCOUNTING 12
Payroll.....	ACCOUNTING 9-6

~~CONFIDENTIAL~~

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Reference

Security Information

File Designation

- W -

Wage Rates

Agency Employees.....	PERSONNEL 3-3
Warehouses.....	See WAREHOUSES
Washington, Space.....	BUILDINGS & GROUNDS 9-2
Water & Sewage Facilities.....	BUILDINGS & GROUNDS 10-4
Welfare of Employees.....	PERSONNEL 9-9
Withholding Taxes.....	ACCOUNTING 9-7
Work Orders, Construction.....	BUILDING & GROUNDS 3-7

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Security Information

Sanitized - Approved For Release : CIA-RDP70-00211R000100350007-4